



BUILDING PERMIT APPLICATION

☐ **COMMERCIAL** ☐ **RESIDENTIAL**

✧ Application must be completed in **ink**. If submitting plans, please provide **two** copies. ✧

✧ Contact Development Services at (912)651-6510 for assistance. ✧

✧ Submit your Building Permit Application via fax (912)651-6543 or in person at 5515 Abercorn Street (31405). ✧

Project Site

Project/Business Name: _____ PIN: _____

Project Address: _____

Contacts

Property Owner: _____ Email: _____

Address: _____ City, State, Zip: _____ Phone: _____

Who will be responsible for this work? ☐ **Property Owner** ☐ **Tenant** ☐ **Authorized Agent** ☐ **Contractor**

Name: _____ Email: _____

Address: _____ City, State, Zip: _____ Phone: _____

Who do we contact for design explanations? ☐ **Property Owner** ☐ **Contractor** ☐ **Design Professional**

Name: _____ Phone: _____ Email: _____

Class of Work

- ☐ **New** ☐ **Addition** ☐ **Renovation/Repair** ☐ **Shell Build Out** ☐ **Manufactured/Modular**
- ☐ **Master Plan: Number** _____ ☐ **Other Building Related** (Example: barn, shed, roofing, siding, porch/deck, windows)
- ☐ **Other Non-Building Related** (Example: swimming pool) *NOTE: For demolition, sign, or fence, fill out separate application.*

Proposed Use or Activity for this Permit

COMMERCIAL:

- ☐ Amusement/Recreational
☐ Antenna/Tower
☐ Assembly/Church

- ☐ Barber Shop/Salon
☐ Educational
☐ Factory/Industrial
☐ Hospital/Institutional

- ☐ Hotel/Motel
☐ Mercantile/Retail
☐ Multi-family (3+ units)
☐ Office/Professional

- ☐ Parking Garage
☐ Restaurant
☐ Shell
☐ Storage

RESIDENTIAL:

- ☐ Single Family
☐ Duplex
☐ Townhouse
☐ Garage/Carport

Current/Prior Use or Previous Business Name at this location: ☐ Same ☐ Other: _____

Description of Work

Complete Description of Work: _____

Building Square Footage: _____ # Stories: _____

☐ Primary Structure ☐ Accessory Structure – Attached ☐ Accessory Structure – Detached

Work to include: ☐ Electrical ☐ Plumbing ☐ Mechanical/HVAC ☐ Low Voltage ☐ Sprinkler/Fire Alarm

Are **Special Inspections** required for this project? ☐ Yes ☐ No If yes, who will be responsible for this work? _____

Is this a Property Maintenance Violation or Warning? ☐ Yes ☐ No If Yes, attach write-up from Property Maintenance Dept. _____

VALUATION OF JOB:

\$ _____

(COMMERCIAL: Estimate \$125 per SF for labor, materials & profit)

(RESIDENTIAL: Estimate \$80 per SF for labor, materials & profit)

General Contractor Information

Name: _____ License #: _____ Expiration Date: _____
Address: _____ City, State, Zip _____
Phone: _____ Email: _____

Georgia Licensed Subcontractors to Work on Project

Electrical _____ Phone: _____
Plumbing _____ Phone: _____
Mechanical/HVAC _____ Phone: _____
Low Voltage _____ Phone: _____

Design Considerations

Water Service: ☐ City of Savannah ☐ Private Well ☐ Other: _____ Location & Size of Water Main: _____

Sewer Service: ☐ City of Savannah ☐ Septic Tank ☐ Other: _____ Location & Depth of Sewer Main: _____

Is property in a designated wetland? ☐ Yes ☐ No If yes, attach copy of engineer's letter.

The property is in Flood Zone _____ If the structure is located in a Special Flood Hazard Area (SFHA), there may be additional requirements that must be met. Contact the City's Floodplain Administrator at (912) 651-6510 for more information.

How many existing electrical meters?: _____ How many additional new meters?: _____

Is this project in a historic district? ☐ Yes ☐ No If Yes, is exterior work being performed? ☐ Yes ☐ No

If Yes, has a Certificate of Appropriateness (COA) been issued? ☐ Yes ☐ No

If Yes, plans must be stamped by the Historic Preservation Officer and a copy of the COA must be provided.

*If No, contact the **Historic Preservation Office** at (912)651-1440.*

Applicant Certification

I hereby certify that I have answered all of the questions contained herein and know the same to be true and correct. All work performed under this permit must comply with State Law and local ordinances. Further, I understand that any permit issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinance.

I hereby certify that I have verified access to city water and sewer services for this property. Any necessary connection and requirements for service have been included in the design of these plans. If necessary, a separate Site Plan Application has been or will be submitted for review.

I understand there may be water and sewer impact fees that must be paid prior to the completion of this project.

Printed Name of Applicant (Not Company Name) _____

Signature of Applicant _____

Date _____

Note: For permit fee information, contact Development Services, view the City's Revenue Ordinance, or visit www.savannahga.gov and view the Building Permit Fees document. Fees can be paid by check or money order (no cash), or they can be paid online through eTRAC.

✧ Note: For **Commercial Building Renovations**, submit signed and approval "Water & Sewer Approval Form", unless a Site Development Permit is required for the project. ✧

FOR OFFICE USE ONLY

No Plans Submitted: _____ Zoning District: _____ Zoning Use: _____
Constr. Type: _____ Report Code: _____ Occupancy Type: _____
Flood Zone: ☐ X ☐ A ☐ AE ☐ VE LOMA: _____ COA Approved: _____
Firm Map #13051C- _____ -F BFE Cert. Needed: ☐ Yes ☐ No
Contractor Validation: ☐ Yes ☐ No Homeowners Affidavit: ☐ Yes ☐ No

Plan Review Fees: Total: \$ _____
Paid: \$ _____ Bal.: \$ _____ Chk/MO#: _____
Permit Fees: Total: \$ _____
Paid: \$ _____ Bal.: \$ _____
Chk/MO#: _____ Notes: _____

Reviewed by: Flood: _____ Zoning: _____ Building: _____ Life Safety: _____ Elect: _____ Plumb: _____ Mech: _____



This checklist must be completed and submitted with each permit application. Please check **every** item as either "Y" for items that are included with the application, "N" for items that are not included with the application or "NA" for items that are not applicable to this application. Items without an "N" checkbox are minimum requirements initially due with the application if applicable.

Required Forms & Documents

Y N NA

- ☐ Signed Application
- ☐ Complete Application Checklist (*This Form*)
- ☐ ☐ ☐ Plan Review Fee Payment, if applicable (*Not required if plans are not submitted for minor renovations only*)
- ☐ ☐ ☐ Site Plan included with the required construction drawings, if applicable. (*Not required for interior renovations only*)
- ☐ ☐ ☐ Floodplain Worksheet, if applicable. (*Required for new construction and additions only if the project is located in an AE, VE or Special Flood Hazard zone. Please contact the Floodplain Administrator at 912-651-6530 for additional information.*)
- ☐ ☐ ☐ Additional pre FIRM Construction Information, if applicable (*Required for renovations only if the project is located in an AE, VE or Special Flood Hazard zone. Please contact the Floodplain Administrator at 912-651-6530 for additional required information.*)
- ☐ ☐ ☐ Statement of Special Inspections, if applicable. (*Required is requested by design engineer*)
- ☐ ☐ Two identical sets of legible construction plans, if applicable. (*Not required for minor renovations. The plans shall be signed & sealed by a registered architect and/or engineer unless the structure meets the requirements for prescriptive design per the latest edition of the Wood Framed Construction Manual (WFCM) or ICC-600. See the City of Savannah **Residential Plan Review Checklist** for additional information.*)

All Required Additional Approvals

Y N NA

- ☐ ☐ Approved Part 2 Certificate of Appropriateness (COA), if applicable. (*Required for new construction if located in a designated historic district or for renovations to existing buildings where the exterior of the building is affected. Contact the MPC at 912-651-1440 for additional information.*)
- ☐ ☐ ☐ Recorded Plat for recombination or subdivision of parcels, if applicable. (*Required only if the parcel will be subdivided or recombined.*)
- ☐ ☐ ☐ Zoning Board of Appeals (ZBA) decisions or zoning text amendments, if applicable.
- ☐ ☐ ☐ Approved Encroachment Petitions, if applicable. (*Required when any part of the structure, including signs, downspouts, canopies, etc, encroach onto City Right-of-way.*)
- ☐ ☐ ☐ HUD Certification Label or Data Plate, if applicable. (*Required for manufactured (mobile) homes only.*)
- ☐ ☐ ☐ Manufactured (mobile) home installation manual with engineered foundation or third party engineered foundation drawing, if applicable. (*Required for manufactured (mobile) homes only.*)
- ☐ ☐ ☐ Georgia DCA Insignia for Modular Homes (This does **not** include mobile homes), if applicable. (*Required for the installation of a Modular Home only*)

Please note: Supplemental information may be required during plan review to address deficiencies.



Residential Building Permit Complete Application Checklist

STATEMENT OF APPLICATION COMPLETENESS:

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked "Y" above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- ☐ All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days.
- ☐ One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

Signature

Printed Name

Date



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Required Forms & Documents

Y N NA

- ☐ Signed Application
- ☐ Complete Application Checklist (*This Form*)
- ☐ ☐ ☐ Building Code Summary Form, if applicable (*Required for new construction and additions*)
- ☐ ☐ ☐ Plan Review Fee Payment, if applicable (*Not required if plans are not submitted for minor renovations only*)
- ☐ ☐ ☐ Site Plan included with the required construction drawings, if applicable. (*Not required for interior renovations only*)
- ☐ ☐ ☐ Statement of Special Inspections, if applicable. (*Refer to Chapter 17 of the IBC to determine if Special Inspections are required*)
- ☐ ☐ ☐ Two identical sets of legible construction plans, if applicable. (*Plans may not be required for minor renovations. If plans are required, they must be signed & sealed by a registered architect and/or engineer unless exempt per Georgia Law Section §43-4-1.*)
- ☐ ☐ ☐ Floodplain Worksheet, if applicable. (*Required for new construction and additions only if the project is located in an AE, VE or Special Flood Hazard zone. Please contact the Floodplain Administrator at 912-651-6530 for additional information.*)
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All Required Additional Approvals

Y N NA

- ☐ ☐ ☐ Approved Site Development Permit, if applicable. (*Always required for new construction. May be required for renovations that impact the water & sewer systems or are a change of use. Please attend an SPR meeting to determine if a Site Permit will be required for these types of renovations.*)
- ☐ ☐ ☐ Approved Part 1 Certificate of Appropriateness (COA), if applicable (*Required if located in a designated historic district. Not required for commercial renovations. Contact the MPC at 912-651-1440 for additional information.*)
- ☐ ☐ ☐ Approved Part 2 Certificate of Appropriateness (COA), if applicable. (*Required for new construction if located in a designated historic district or for renovations to existing buildings where the exterior of the building is affected. Contact the MPC at 912-651-1440 for additional information.*)
- ☐ ☐ ☐ Approved Water & Sewer Approval Form, if applicable. (*Required for commercial renovations that involve a change of use or work that affects the water and sewer systems. Call Water & Sewer at (912) 651-6573 for additional information*)
- ☐ ☐ ☐ Recorded Plat for recombination or subdivision of parcels, if applicable.
- ☐ ☐ ☐ Zoning Board of Appeals (ZBA) decisions or zoning text amendments, if applicable.
- ☐ ☐ ☐ Approved Encroachment Petitions, if applicable. (*Required when any part of the structure, including signs, downspouts, canopies, etc, encroach onto City Right-of-way.*)

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Signature

Printed Name

Date